



Village of Sister Bay Commemorative Bench Program Policy and Donation Agreement

(approved by the Village Board 04/20/21)

It is the policy of the Village of Sister Bay to accept donations for the purpose of installing commemorative benches within Village parks and public spaces to offer the opportunity to honor someone special, to remember a loved one, or to recognize a special event or achievement. Benches that commemorate significant events in village history will be determined by the Board with assistance from the Sister Bay Historical Society.

Donation Purpose: Donations will be accepted only for the purpose of purchasing and installing park benches approved by the Village.

Policy Statements:

1. Individuals that wish to be commemorated with a physical memorial must have a direct affiliation with, or have lived in, the Village of Sister Bay and have made significant contributions to our community. Memorials need to reflect the Village “culture” and recognize the overall historical significance of the person. Memorials need to “tell the story” of the Village of Sister Bay.
2. Donors will submit a written statement outlining the connection between their honoree and the Village of Sister Bay. These statements will be compiled and shared on the village’s website as a further means of commemoration and carry on the story of those who have shaped Sister Bay. Village staff reserve the right to edit the statement for appropriateness and length, if required.
3. The Parks, Property and Streets Committee and/or Village Staff will have final approval of requested memorials and location of placement.
4. The location of memorial benches shall be sited according to the master plan layout of the Village parks and public spaces. The approved spaces include:
 - a) Waterfront Park
 - b) Marina and Marina Park
 - c) Sports Complex
 - d) Dog Park
 - e) Bike Path

5. Once donated, the memorial becomes the property of the Village and it is prohibited for donors to decorate or add adornment to the memorial item.
6. Commemorative benches shall be constructed of wood with a metal frame and placed on concrete slabs where necessary. The commemoration statement will be routed directly on the bench.
7. Cost of a memorial bench shall be \$1000 which includes all materials, labor, and installation along with any necessary maintenance endowment.
8. The wording on the memorial will be limited to
 - a) In memory of ...
 - b) In honor of ...
9. Park benches will have a guaranteed life of 10 years. The Village of Sister Bay agrees to replace a damaged or destroyed bench within the first 10 years but does not guarantee permanency of the memorial beyond that time. After nine (9) years, office staff will contact the donor (or alternate contact) in writing at the address shown on the completed application to inform them of the upcoming termination date of the memorial. Donors may request renewal of the term for an additional fee. The renewal fee will be the current cost of a new bench, regardless of the condition of the current one, and the term will again be 10 years. If a Donation Agreement was not in place at the time of the original request, the donor must complete a request form. *Policy Statement #1 shall apply to all memorials even if it did not at the time of the original request.* If the donor or alternate contact cannot be reached after three (3) months of the initial attempted contact, the memorial location will be offered to a new donor.
10. Donors must enter into a written donation agreement with the Village (attached). This document will specify the terms of any gift, which may include provisions regarding maintenance, life span, and donor recognition.
11. This policy will be reviewed annually and updated as necessary.
12. The master plan of public parks and public spaces will be reviewed and updated as necessary.

Commemorative Bench Program Donation Agreement

Please complete this application to donate a park bench to the Village of Sister. Village staff will contact you regarding acceptance of your application and placement of your memorial.

I wish to donate a memorial park bench IN MEMORY OF IN HONOR OF (check one)

(limit of 23 characters including spaces)

Donor Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Alternate Contact Name: _____

Alternate Contact Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Desired location for placement of memorial: _____

Enclosed is a fee of \$1000 for a park bench payable by check to VILLAGE OF SISTER BAY. I have also attached a written statement (see back of form) which will be edited by village staff and posted on the village's website.

Completed form and payment can be mailed to PO BOX 769, Sister Bay, WI 54234. Questions on completion of this form can be directed to staff at (920) 854-4118 or email heidi.teich@sisterbaywi.gov.

I acknowledge that a monetary donation is being offered to support Village of Sister Bay parks. I agree that I have read the entire Commemorative Bench Program Policy and understand the terms and conditions under which I am making this request. With this donation, the Village of Sister Bay will install a commemorative park bench for a period of 10 years engraved with the name of the designated honoree indicated above. After 10 years, the bench may be removed or refurbished with a future donation. I also grant permission for the Village of Sister Bay to compile and share the written statement about the honoree submitted with this request on their website for the public to enjoy.

Signature

Date

